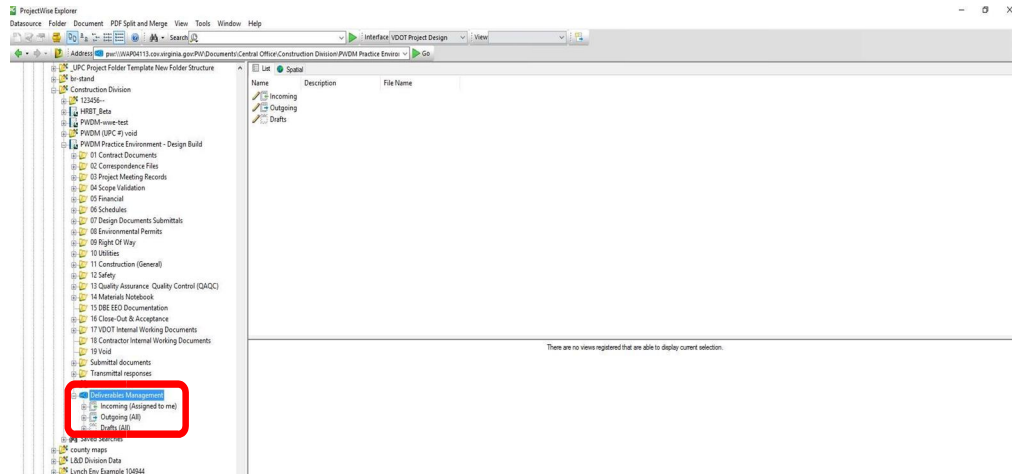


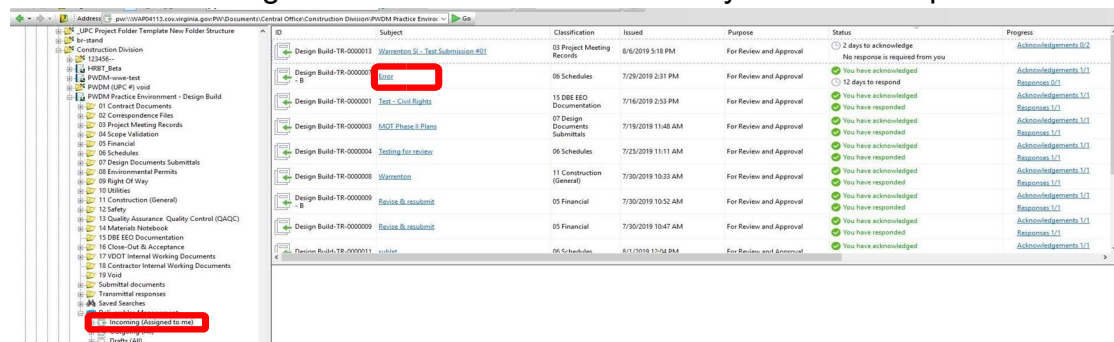
# PWDM - Import Documents from Deliverables Management to ProjectWise Explorer

Document Controllers - when you want to import the Submittal documents to the VDOT Datasource (ProjectWise Explorer) follow the steps below

- Open your project in ProjectWise Explorer and go to the Deliverables Management connection



- Go to the Incoming folder and select the submittal you want to import



- It will take you to the submittal information, click on the documents tab to view all the submittal documents

# PWDM - Import Documents from Deliverables Management to ProjectWise Explorer

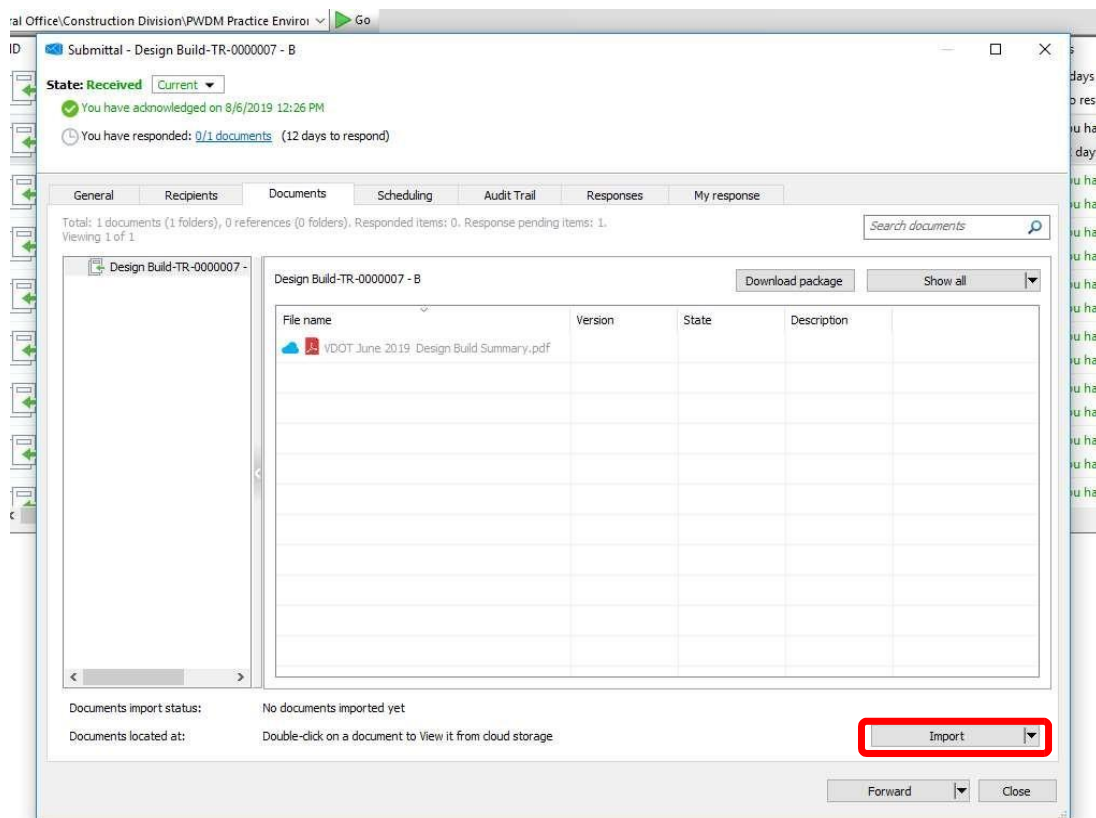
The screenshot shows a web application window titled "Submittal - Design Build-TR-0000007 - B". The interface includes a sidebar with a list of submittals, each with a green arrow icon. The main content area has a tabbed interface with the following tabs: General, Recipients, Documents (highlighted with a red box), Scheduling, Audit Trail, Responses, and My response. The "Documents" tab displays the following information:

- Project:** PWDM Practice Environment - Design Build
- Subject:** Error
- Issued by:** Julia Simo ([julia.simo@vdot.virginia.gov](mailto:julia.simo@vdot.virginia.gov))
- Issue date:** 7/29/2019 2:31 PM
- Purpose:** For Review and Approval
- Comments:** A large text area for comments.
- Cover letter:** [Cover letter - Design Build-TR-0000007 - B.pdf](#)
- Classification:** 06 Schedules

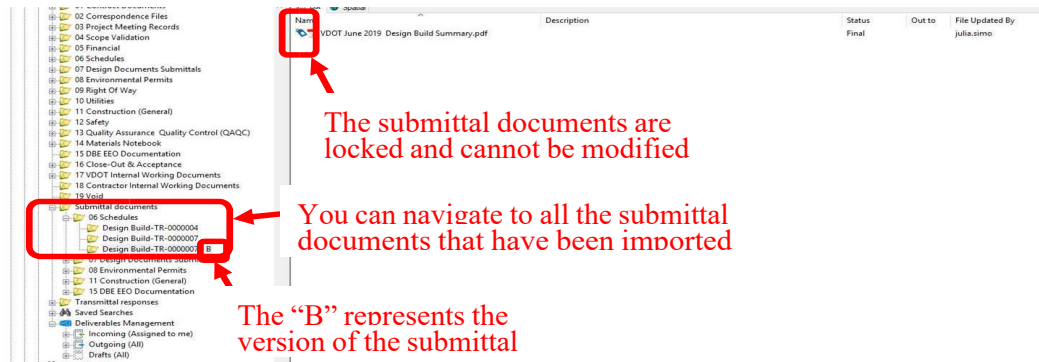
At the bottom right of the window, there are buttons for "Forward" and "Close".

- You will see if the Submittal documents have already been imported from the cloud storage or not. In the case below they have not been imported yet. To import click on the button import

# PWDM - Import Documents from Deliverables Management to ProjectWise Explorer



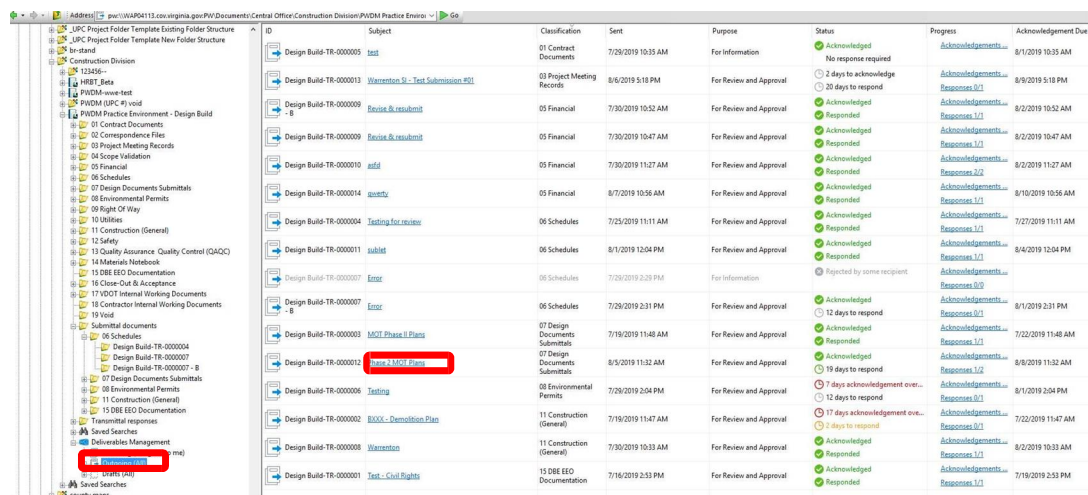
- Once the documents are important you can navigate to the submittal documents by going to Submittal Documents and finding the transmittal number and code. Keep in mind the submittal documents are locked and cannot be modified.



# PWDM - Import Documents from Deliverables Management to ProjectWise Explorer

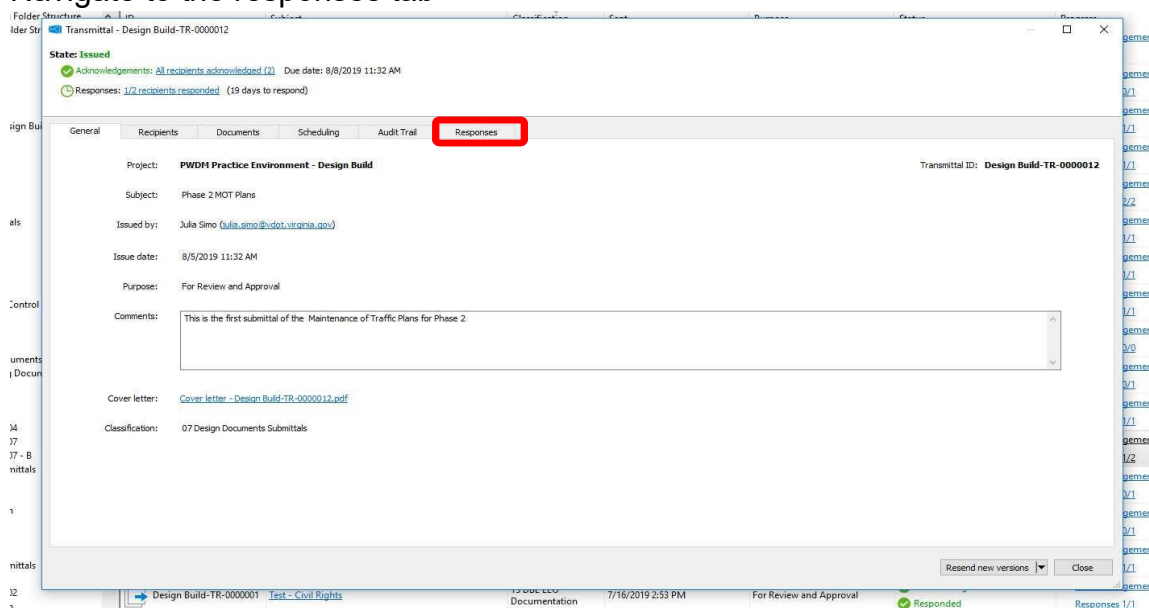
Document Controllers - when you want to import the Transmittal responses to the VDOT Datasource (ProjectWise Explorer) follow the steps below:

- Go to the Outgoing folder and select the transmittal responses you want to import.



ID	Subject	Classification	Sent	Purpose	Status	Progress	Acknowledgement Due
Design Build-TR-0000005	test	01 Contract Documents	7/29/2019 10:35 AM	For Information	Acknowledged	No response required	
Design Build-TR-0000013	Warrenton 12 - Test Submission #101	03 Project Meeting Records	8/6/2019 5:18 PM	For Review and Approval	2 days to acknowledge	Acknowledgements	8/1/2019 10:35 AM
Design Build-TR-0000009	Review & resubmit	05 Financial	7/30/2019 10:52 AM	For Review and Approval	20 days to respond	Responses [1]	8/19/2019 5:18 PM
Design Build-TR-0000009	Review & resubmit	05 Financial	7/30/2019 10:47 AM	For Review and Approval	Acknowledged	Acknowledgements	8/2/2019 10:52 AM
Design Build-TR-0000010	audit	09 Financial	7/30/2019 11:27 AM	For Review and Approval	2 days to respond	Responses [1]	8/2/2019 10:47 AM
Design Build-TR-0000014	quartz	09 Financial	7/30/2019 11:27 AM	For Review and Approval	Acknowledged	Acknowledgements	8/2/2019 11:27 AM
Design Build-TR-0000004	Testing for review	05 Financial	8/7/2019 10:56 AM	For Review and Approval	2 days to respond	Responses [2]	8/2/2019 11:27 AM
Design Build-TR-0000004	Testing for review	06 Schedules	7/25/2019 11:11 AM	For Review and Approval	Acknowledged	Acknowledgements	8/10/2019 10:56 AM
Design Build-TR-0000011	sublet	06 Schedules	8/1/2019 12:04 PM	For Review and Approval	2 days to respond	Responses [1]	7/27/2019 11:11 AM
Design Build-TR-0000007	error	06 Schedules	7/29/2019 2:29 PM	For Information	Acknowledged	Acknowledgements	8/4/2019 12:04 PM
Design Build-TR-0000007	error	06 Schedules	7/29/2019 3:31 PM	For Review and Approval	12 days to respond	Responses [0]	
Design Build-TR-0000003	MOT Phase I Plans	07 Design Documents Submittals	7/19/2019 11:48 AM	For Review and Approval	Acknowledged	Acknowledgements	8/1/2019 2:31 PM
Design Build-TR-0000011	Phase I MOT Plans	07 Design Documents Submittals	8/5/2019 11:32 AM	For Review and Approval	19 days to respond	Responses [1]	7/22/2019 11:48 AM
Design Build-TR-0000006	Testing	08 Environmental Permits	7/29/2019 2:04 PM	For Review and Approval	7 days acknowledgement over...	Acknowledgements	8/6/2019 11:32 AM
Design Build-TR-0000002	XXXX - Demolition Plan	11 Construction (General)	7/19/2019 11:47 AM	For Review and Approval	12 days to respond	Responses [1]	8/1/2019 2:04 PM
Design Build-TR-0000008	Warrenton	11 Construction (General)	7/30/2019 10:33 AM	For Review and Approval	17 days acknowledgement over...	Acknowledgements	7/22/2019 11:47 AM
Design Build-TR-0000001	Test - Civil Rights	15 DBE EEO Documentation	7/16/2019 2:53 PM	For Review and Approval	2 days to respond	Responses [1]	8/2/2019 10:33 AM

- Navigate to the responses tab



Folder Structure: Transmittal - Design Build-TR-0000012

State: Issued

Acknowledgements: All recipients acknowledged (2) Due date: 8/8/2019 11:32 AM

Responses: 1/2 recipients responded (19 days to respond)

General Recipients Documents Scheduling Audit Trail **Responses**

Project: PWDM Practice Environment - Design Build

Subject: Phase 2 MOT Plans

Transmittal ID: Design Build-TR-0000012

Issued by: Julia Simo (julia.simo@vdot.virginia.gov)

Issue date: 8/5/2019 11:32 AM

Purpose: For Review and Approval

Comments: This is the first submittal of the Maintenance of Traffic Plans for Phase 2

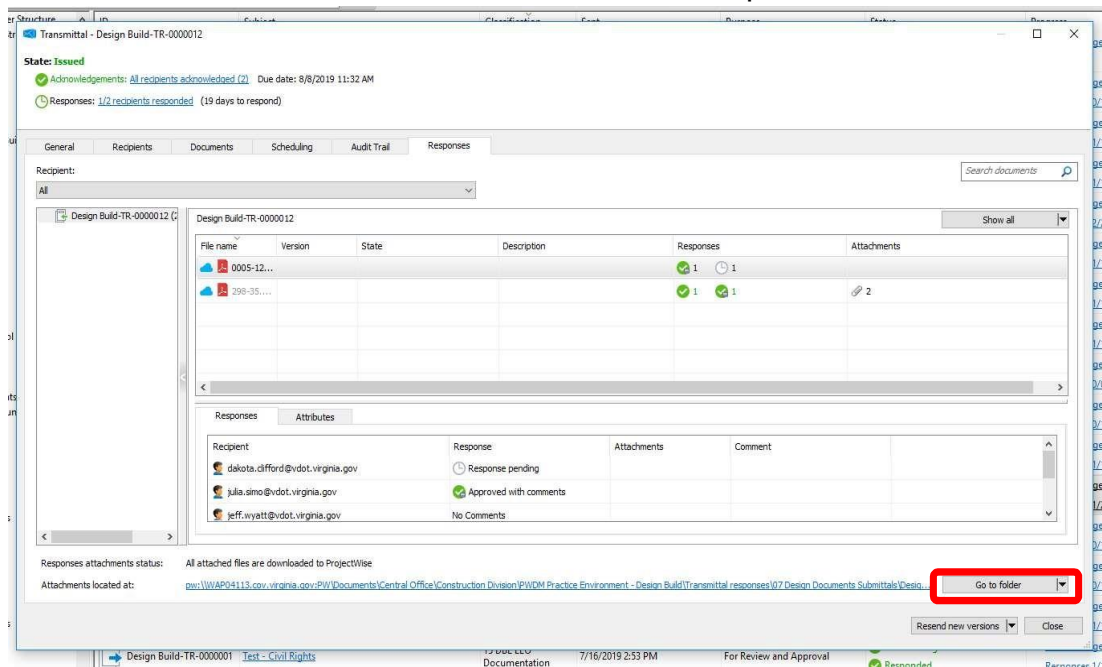
Cover letter: Cover letter - Design Build-TR-0000012.pdf

Classification: 07 Design Documents Submittals

Resend new versions Close

# PWDM - Import Documents from Deliverables Management to ProjectWise Explorer

- Click on Go to folder to access all the transmittal responses



- You will now be directed to the folder with all of the response attachments for that transmittal:

